



DEPARTMENT OF THE NAVY
FLEET AVIATION SPECIALIZED OPERATIONAL
TRAINING GROUP PACIFIC FLEET

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FASOTRAGRUPACINST 5292.1B
N9

APR 26 2000

FASOTRAGRUPAC INSTRUCTION 5292.1B

Subj: OBTAINING GRAPHIC ARTS SERVICES

Ref: (a) OPNAVINST 5290.1A
(b) FASOTRAGRUPACINST 5290.1D

1. Purpose. To establish policies and procedures regarding available graphic arts services and how these services are obtained.
2. Cancellation. FASOTRAGRUPACINST 5292.1A
3. Scope. This instruction applies to FASOTRAGRUPAC North Island departments only.
4. Background. References (a) and (b) provide policies and procedures governing the management and operation of audiovisual related products and services.
5. Definitions. Standard audiovisual terminology can be found in appendix A of reference (a).
6. General Information and Guidance
 - a. Graphic Art Services Include:
 - (1) Computer imaging for PowerPoint presentations
 - (2) Video art
 - (3) Transparencies
 - (4) Workbooks, handouts, forms, etc.
 - (5) Flip charts
 - (6) Flock cards
 - (7) Computer generated graphics
 - (8) Display design, signs
 - (9) Illustrations
 - (10) Cartooning
 - (11) Limited electrical, architectural and mechanical drawings
 - (12) Graphic arts color and design

- (13) Artists concepts, visualizing and story boarding
- (14) CD-ROM production and duplication
- (15) Engraving
- (16) Forms design

b. Work Requests. All graphic art work requests should be coordinated in person with the appropriate departmental graphic arts representative in order to clarify work requirements, design the format and schedule the job. Work requests not requiring explanations may be sent by guard mail. All requests must be typed or clearly printed on FASOTRAGRUPAC form 5600/1, reprographics work request (available via E-Mail).

c. Classified Material. Will be handled on a case by case basis.

d. Rough Input. Submitted roughs, scripts, or any pertinent accompanying instruction must be clearly printed or typed. Clarity of roughs is essential to ensure correctness and to maintain professionalism of the job. Input for artwork, however, may be represented as simple stick figures or geometric shapes, to be enhanced by the illustrator.

e. Smooth Rough. Smooth roughs and storyboards are developed from rough input when necessary for the customer. They represent a simulated interpretation of the finished product. Job approval is expected at this stage. Finished jobs are not recommended to be presented for approval, as major remakes are very time consuming and costly.

f. Proofreading. All jobs will be proofread by the originator and must be corrected before the job is committed to printing or other stages of production.

g. Completion Time. Turnaround time normally requires two weeks per job. Customers will be given an estimated completion date based on existing work load when submitting requirements. Other organizations that provide the printing or photography require their own turnaround time and must be considered accordingly.

h. Original Art. Also referred to as camera ready art, is usually kept on file to simplify updates or corrections. Retention of original art by the originator is optional.

i. Computer Generated Art. Original text and images created from disks and scanned visual information. Product outputs are PowerPoint presentations and CD-ROMs.

j. Job Priorities. Jobs are regulated on a first come, first served basis. Customers should be aware of production time as discussed in item paragraph 6h and plan accordingly.


7. Administrative Services

a. Printing Requests. May be obtained in person or prearranged with the printing liaison representative in the material support division of the administrative department. The printing liaison representative will assist with any questions and requests regarding printing and duplication.

b. Engraving Requests. May be obtained in person or prearranged with the engraving liaison representative, located in the training department.

c. Forms Design. May be obtained in person or prearranged with the forms design representative located in the survival department.

d. Exceptions. Rescheduling of work, re-establishing of priorities or minor modification can be worked out. Major conflicts will be directed to the Media Services Officer.


F. M. GALLIE

Distribution:
FASOTRAGRUPACINST 5216.3A
List A